

7 April 1943 *TAH* *TAH*

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: Progress Report of the Executive for Inspection and Security for the Month of March 1943.

V. PROGRESS FOR MARCH

A. Status of Security within CIA

1. The investigation of personnel cases continues to present a problem in view of the limited investigative facilities available to the Agency. The limited facilities do not permit full investigative service as was rendered by the F.B.I. prior to their withdrawal of such facilities on 1 January 1943. As a result there has developed a problem on security clearance for clerical and stenographic personnel. This problem has been somewhat relieved by the establishment of unclassified stenographic and newspaper clipping pools which permit the entrance on duty prior to complete investigation of certain personnel for employment on unclassified projects. This problem is being given continued consideration in order that adequate means will be available to maintain the investigative work load on a current basis.

2. Security violations for the month of March numbered the same (18) as for the month of February. The violations consisted of ten open safes and eight cases of exposed classified material. The security situation, however, is very favorable for the Agency in view of the fact that during the month of March 117 complete inspections were carried out by the Night Duty Officers. Only 18 security violations were developed as a result of these complete inspections which consisted of checking, on a division basis, every safe, desk, and other possible container for the improper storage of classified material.

3. The various areas of CIA are developing detail operating instructions to implement the Disaster Plan. The instructions are being coordinated and visual charts of evacuation plans for all buildings are to be posted throughout the Agency. In like manner, a coordinated system of alarm signal is to be installed in order that the program may be carried out on a uniform basis.

B. Accomplishments and Activities during March 1943

4. Investigations Division

a. Increased liaison efforts have resulted in access to special security files which are now available only to this Agency and the

Federal Bureau of Investigation. This will permit increased coverage in personnel investigations.

b. The Personal History Statement form has been revised and the final proof copy approved to provide more explicit coverage from the standpoint of investigative requirements.

c. A survey was conducted to determine those employees of the Agency who have not been fingerprinted since May, 1948 in order to meet CIA requirements under the Federal Loyalty Program.

d. The mechanics for implementing the program for clearance of contacts for the Contact Branch have been established in conformity with the recently established policy for these two programs.

e. Status of investigative cases for the month of March is as follows:

(1) Number of cases in process in FBI			
as of 1 March 1948:			2
Number of cases under investigation by facilities other than the FBI			
as of 1 March 1948:			71
Number of cases in process in I & S			
as of 1 March 1948:			191
TOTAL cases in process as of			
1 March 1948:			264
Number of cases forwarded for investigation during period:			165
Number of PHS's receiving pre-investigation action:	15		180
Less PHS's receiving pre-investigation action 1 March 1948:			43
			137
Less re-opened case forwarded for investigation:			1
not			136
Plus cases closed and forwarded for investigation:			15
TOTAL number of new PHS's received during period:			151
Interim Activities reports received:			4
Re-opened case:			1
TOTAL number of requests for clearance received during period:			163
TOTAL VOLUME:			420

Number of Approvals:	40
Number of Disapprovals:	6
Number of cases closed before completion:	10
TOTAL cases closed during month:	35

Cases in process in FBI as of end of month:	2
Cases under investigation by facilities other than FBI:	223
Cases in process in I & S as of end of month:	180*
TOTAL cases in process as of end of month:	335

* This is a rotating figure which includes 2 completed applicant cases awaiting appraisal. Those cases will be appraised within 1 working day. It also includes 87 low priority cases concerning re-investigations of persons on duty. This figure also includes 15 cases in which the PMG's are receiving pre-investigation action, together with cases involving incomplete PMG's, those awaiting justification of necessary exception to existing security policy, etc.

(2) Name Checks for [REDACTED]

25X1A

(a) Number pending last day of previous month	10
(b) Number requests received during month	217
(c) Number completed during the period	181
(d) Pending	53

(3) Name Checks other than those for [REDACTED]

25X1A

(a) Number pending last day of previous month	371
(b) Number requests received during period	243
(c) Number completed during period	266
(d) Pending	350

(4) Number of Exit Interviews conducted, and interviews with employees leaving Washington, D. C., or having a temporary break in actual employment

30

(5) Number of files reviewed for representatives of other Government agencies:

25

(6) Name checks conducted for the FBI against the security files of CIA:

50

5. Physical Security Division

25X1A

25X1A6a

b. A meeting was held with the Property Board, CIA concerning responsibilities of this office for investigation of certain types of property losses.

c. Report was prepared for the security advantages and savings which would result from a single-building occupancy by CIA.

d. A comprehensive study is in progress on the subject of substituting senior grade Guards for the present Guards in CIA installations and the creation of a separate Guard Group under direct supervision by this office. The study results from many deficiencies inherent in the organization and operation of the present guard system.

e. Thorough inspection was made of all guard posts in CIA installations and review of guard logs and instruction books.

f. During the month of March five security indoctrination classes were held for 64 new employees.

g. A summary of open safes and exposed classified material violations for the month of March is as follows:

OFFICE	EXPOSED CLASSIFIED MATERIAL		OPEN SAFES	TOTAL
	Top Secret	Secret & Confidential		
Dir. Off.	0	1	0	1
Gen. Counsel	0	0	0	0
ICAPS	0	1	0	1
AGM	0	0	0	0
IAS	0	0	0	0
OCD	0	0	0	0
ORR	0	3	2	5
O-0	0	2	1	3
OSO	0	1	4	5
GPO (South Bldg.)	0	0	3	3
Advisory Council	0	0	0	0

b. Safe repairs for the month of March consisted of 254 changes of combinations, 54 secondary repairs, and 20 major repairs to safes in CIA. During March 70 new employees received preliminary indoctrination, fingerprinting, and photographing; 107 regular badges were made and issued; 9 limited passes were made and issued; 54 badges were destroyed. In addition, 47 CIA Disaster Plan Emergency Officer badges were made and issued, and 52 persons refingerprinted because of unsatisfactory prints taken by predecessor CIA organizations.

i. Night security inspections made by Night Duty Security Officers were as follows:

OFFICE	NUMBER OF INSPECTIONS MADE	REMARKS
Director's Office	6	1 Building
General Counsel	6	1 Building
G.R.E.	14	3 Buildings
A & M	32	By Branches- 3 Bligs.
O.C.D.	0	2 Buildings
X & S	12	2 Buildings
I.C.A.P.S.	4	1 Building
O-O	23	By Branches- 4 Bligs.
Advisory Council	6	1 Building
Exec. Dir. & Off. Sec. N.I.A.	5	1 Building
G.P.O.	6	1 Building
TOTAL	137	

4. Visitors processed by Receptionists in the various CIT buildings for the month of March were as follows:

BUILDINGSPURPOSE OF VISITS

	General Visitors	Applicants for Employment	Employees without Badges	Deliveries and Repairs	Totals
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25X1A	67	-	12	153	237
"Q"	765	166	63	17	1042
25X1A	120	-	76	18	204
South	193	42	90	34	359
Central	198	6	186	15	402
Administration	185	-	25	4	204
North	582	235	90	31	937
2210 "P"	25	-	-	2	27
"Q"	599	83	100	161	913
25X1A	145	-	42	143	380
Briggs School	65	10	69	14	138
1340 "L"	95	15	10	17	137
"P"	45	-	6	12	63
Totals	3044	576	863	532	5913

* The total of 863 employees without badges largely represents those employees on duty for whom badges have not been issued. It is estimated, however, that one out of every 15 employees forgets his badge once a month.

6. Inspection and Audit Division

a. A special investigation was conducted on order of the Acting Executive for I & S covering certain confidential matters and report made to the Deputy Director.

b. Further discussions were held concerning a redefinition of the functions of the inspection activity, as a result of which a statement of functions was approved by the Deputy Director.

c. An inspection of field activities was initiated in accordance with an order of the Director.

d. A study was made of the various functions and operations of the JIC for training and indoctrination purposes.

e. The audit of Special Funds accounts initiated in February continued throughout the month of March.

7. Security Control Staff

a. Final coordination was completed and general concurrence obtained for the final draft of administrative instructions to supplement and revise Top Secret Control Procedures for CIA.

b. Reviews were made and decisions rendered with respect to approximately 24 requests for security clearance to deliver lectures, submit academic papers, submit writings for publication, teach school courses, and engage in extracurricular group activities.

c. Approximately 30 opinions and policy decisions relating to security matters were given in response to specific requests by DDCI personnel.

d. Security survey was conducted in Refueling Division, DDCI, to determine if safeguards afforded special JIC material. Satisfactory security measures were found to be in force.

e. Contact security surveys were conducted at the U. S. Weather Bureau, National Bureau of Standards, and Census and Population Survey for the purpose of determining security practices and establishing understanding with respect to the handling of classified CIA information. Policy instructions were issued concerning these surveys.

f. Fifteen clearance were requested for security policy covering disclosure with dissemination of classified information to individuals in non-IAO agencies.

g. Reviewed and approved three contact policy instructions for transmission to DDCI.

h. Prepared and coordinated memorandum setting forth uniform standards and procedures for the security clearance of contract personnel sources for use by Contact Branch, DDCI, in the conduct of exploitation of foreign intelligence sources.

1. Consideration is being given with reference to Paragraph 3a NSCID No. 7 concerning provision for standards and procedures for clearance of USC agency personnel assigned to CIA field offices.

2. Security considerations are reinforced concerning the establishment of a new Group Reclassification Plan for CIA.

III. PROJECTS AND PLANS FOR APRIL

1. Investigations Division

Special procedures are to be developed for the appropriate implementation of the contact clearance program.

2. Physical Security Division

Complete implementation on a detail basis of the CIA Disaster Plan should be completed within the coming month by each area of CIA. Efforts will be made to obtain approval and initiate necessary action for the establishment of a separate Guard Force for CIA which will greatly improve security and will supplement CIA Disaster Plan.

3. Inspection and Audit Division

a. Completion of inspection of field activities.

b. Preparation of a procedural guide when the outlined functions of inspection and security have become fully implemented.

c. The carrying out of a special investigation of a confidential nature as directed by the Executive Director.

d. Continuation of the audit of Special Funds. Inasmuch as the audit will require full time of the entire staff of the Audit Division, no other projects are planned for April.

4. Security Control Staff

a. Renewed consideration will be given the proposal for the storage of vital CIA documents against the possibility of emergency or disaster.

b. Contact security policy regarding liaison concerning relationships with other non-CIA agencies. Consideration of establishment of sub-Delegations of existing authorities to other non-CIA agencies.

c. Instruction will be recommended describing procedures for access to CIA intelligence files by representatives of other intelligence agencies.

1. Recommendations for the DDCI will be prepared which go forward to the proposal for exploitation of labor organizations.

2. Recommendations will be prepared for the DDCI concerning the security aspects of the research and education plan prepared by CSC.

3. As activities permit, a comprehensive study will be made of existing security policies and procedures relating to various non-CIA government agencies with a view toward improvements in operating procedures and on a uniform basis and eliminating various minor classification reports by operating personnel of CSC.

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SIMPFIELD EDWARD
Colonel, CSC
Executive for Inspection and Security

HLB:whch

cc: Executive Director
Asst. Director, CSC
Assistant Dir., CO
Asst. Director, CSC
Asst. Director, CSC
Executive for I & S
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